VACANCY NOTICE FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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u C	TITLE OF POSITION: Sr. Information & Public Relations Spec.	CLASSIFICATION CODE:	02761300	
Description of Position	SALARY RANGE: (124) 34718-40028	REFERENCE POSITION NO.: 1310-10000-462		
	Department or Agency Name Corrections	APPLICATION PERIOD:	6/27/03 to 7/06/03	
	Division/Section/Unit Director's Office		(3 day grace 7-9-03)	
	Assignment(s) / Comments Shift and Days: Monday Friday 9:30am 4:00nm	loh Loostion: Cra	acton	
otio	Shift and Days: Monday-Friday 8:30am-4:00pm Job Location: Cranston Restrictions/Limitations:			
escrip	Position Covered By Collective Bargaining Union Agreement	Yes	No X	
	Name of Bargaining Unit Union: NONE	103	No <u>x</u>	
Ŏ	There is* is notX a Civil Service List for this position	See A/B	or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals cer			
	INSTRUCTIONS:			
General Information to Candidate	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.			
	Most Important - Please include the following information:			
	■ The title of the position for which you are applying ■ Name of department where you are currently employed			
	■ Title of your present position and date you entered it ■ Your business telephone number			
	Date you entered State service Present Union Affiliations			
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information			
	requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the			
= =	application form, you may delay consideration of your application.			
Genera	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
	Reasonable Accommodations: (DELOCATED TO THE PROPERTY OF THE PROPERT			
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.			
	Medical Information:			
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the			
	Rules/Regulations of the Americans with Disabilities Act (ADA).			
of Duties	DUTIES / RESPONSIBILITIES:			
	To perform responsible work in an informational and public relations program. To compile and prepare informational			
DΩ	data and material to be used to publicize the effectiveness of the Department's programs. To prepare informational			
_	g ,	dissemination through the media, such as through booklets, pamphlets, news releases, radio and		
Statement	television advertisements, newsletters, bulletins and other informational media. To work closely with administrative, professional and research personnel in the development of informational material. To do other related work as required.			
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ion	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)			
ce ce	Education : Such as may have been gained through graduation from a college of recognized standing with a degree in Liberal			
duc	Arts; and Experience : Such as may have been gained through employment in a position which involved responsibility for the			
n E	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through graduation from a college of recognized standing with a degree in Libera Arts; and Experience: Such as may have been gained through employment in a position which involved responsibility for the organization and development of an informational and public relations program; Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
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Where to Apply	Apply within the application period as shown on this announcement. NOTE : Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Janet Colvin Te	lephone #: 462-03	80	
	Office of Human Resources Fax			
		//TDD #: 462-51		
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